

The Indian Heights School

Sector - 23, Dwarka, New Delhi - 110 077

Pre School Admission Policy (Session 2019 - 2020)

1. **Age 3+ yrs as on 31st March' 19 - (01-04-2015 to 31-03-2016)**

2. **Seats Availability**

Total No. of seats available	160
General (75 %)	a) Open Seats b) Management Seats
EWS Category (25 %) (Economically Weaker Section & Disadvantaged Group / Orphans / Special Needs)	96 24 40

3. **Criteria for Selection**

General Seats	Admissions under this category shall be made on 100 point scale based on the following Parameters / criteria without any discrimination of Caste / Religion / Region / Occupation / Profession / Qualification etc. The 100 points shall be distributed as per point 4 given below.
Siblings Quota	Admission under this category shall be made out of all the registered sibling applicants. The remaining applicants shall be considered for admission as per the fixed parameters / criteria and points for open seats.
EWS and Disadvantaged Group Students	To be decided by Directorate of Education.

4. **Information on parameters / criteria adopted by the school**

S. No.	Parameter / Criteria	Points
1	Neighborhood upto	
	0 to 6 km	80
	6 to 8 km	60
	Beyond 8 Km	40
2	Sibling studying in school	10
3	Staff Quota	10
Total Points		100

5. **Admission Calender**

1.	Uploading the criteria and their points	:	14.12.2018
2.	Commencement of Admission Process and availability of Forms	:	15.12.2018
3.	Timings	:	8:30am - 1:30pm
4.	Last date of submission of application forms in schools	:	07.01.2019
5.	Uploading details of children who applied to the school for admission under Open Seats	:	21.01.2019
6.	Uploading marks (as per point system)	:	28.01.2019
7.	Draw of Lots	:	04.02.2019
8.	The date for displaying the first list of selected candidates (including waiting list) (along with marks allotted under point system) upto 2:00pm	:	04.02.2019
9.	Resolution of queries of parents, if any (by written / email / verbal)	:	05.02.2019 -

	interaction) regarding allotment of points to their ward in the first list		12.02.2019
10.	The date for displaying the second list of candidates (if any) (including Waiting List) (along with marks allotted under point system) upto 2:00pm	:	21.02.2019
11.	Resolution of queries of parents, if any (by written / email / verbal interaction) regarding allotment of points to their ward in the second list	:	22.02.2019 – 28.02.2019
12.	Subsequent list of admission, if any	:	15.03.2019
13.	Closure of admission process	:	31.03.2019

6. Fee Calender

1	1 st list of selected students	04.02.2019 – 12.02.2019
2	1 st waiting list of selected students	13.02.2019 – 20.02.2019
3	2 nd list candidates	21.02.2019 – 02.03.2019
4	2 nd waiting list of selected students	03.03.2019 – 14.03.2019

7. The admission shall be made without any discrimination of caste / religion etc. by the admission committee under the Chairmanship of the Principal. No interview or interaction shall be held with the candidates and parents.
8. The Registration forms shall be available at the reception of the school on all working days from December 15, 2018 between 8:30 am to 1:30 pm on payment of Rs. 25/- only. Online registration facility is also available. Registration Form can also be downloaded from School Website (www.theindianheightsschool.com). The filled in form should be deposited in the office of the school by January 7, 2019 upto 1:30 pm.
9. The School will adopt lottery system to select / shortlist a child for admission, only in case of tie amongst applicants (scoring highest marks on a Hundred Points Scale).
10. The filled in registration form should contain the self attested photocopies of the documents as specified in the Govt. order. Documents to be submitted along with Registration Form (Only attested photocopy required)

(a) General Category

Self-attested photocopies of the following documents are required to be submitted along-with application form.

- A. Birth Certificate of the child issued by the Municipal Corporation or equivalent authority.
- B. Aadhaar Card / UID card issued in the name of Child. (Optional)
- C. Residential Proof (Any two)
 1. Ration card / Smart Card issued in the name of parents (Mother / Father having name of child).
 2. Domicile Certificate of child or of his / her parents.
 3. Voter I – Card (EPIC) of any of the parents.
 4. Latest Electricity bill / MTNL telephone bill / Water bill / Passport in the name of any of the parents or child.
 5. Aadhaar Card / UID card issued in the name of any of the parents.
- D. For Sibling- Copy of fee receipt issued by the school.

(b) EWS Category

To be decided by Directorate of Education.